



**"All City"**  
**Basketball Program**  
**Parent's/Coach's Handbook**

# City of Tempe

## "All City" Basketball Program

### Parents/Coaches Handbook

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#### COMMUNITY SERVICES DEPARTMENT

#### Dear Parents/Coaches:

Welcome! The purpose of this parents guide is to inform you of the "All City" Youth Basketball Program, policies and guidelines. "Communication" is one of the keys to an enjoyable and successful season. Your input is welcomed. If you have any questions or comments, please don't hesitate to call Shane Isabell, Recreation Coordinator responsible for the program at 480-350-5222. What follows is the Parent's/Coach's guide which is given to all parents coaches in the program. It contains the policies and guidelines which form the philosophical foundation for this program. Please become familiar with it and help everyone in this program do their part.

At this time we may or may not have a coach for your child's team. We are always looking for coaches and volunteers to help. If you are interested in coaching or know of someone who may be, please don't hesitate to contact us.

#### Programs objectives for every player:

1. To participate in all games. (participation over sitting on the bench)
2. To have fun. (recreational competition over All Star development)
3. To learn and discover skills, abilities and potential.

The adult coaches are encouraged to practice the philosophy by providing each child the full right to play. There is a quote, "I'd rather play and lose than sit on the bench and win." Participants have clearly demonstrated that playing is more important than winning. **Sitting on the bench does not meet our objectives.** Studies conducted by the National Association for Youth Sports report that when children were asked whether they would prefer to be on a winning team and sit on the bench or be on a losing team and play regularly, nearly 90% of the children chose to play and lose. There is no question about it--children want equal participation

#### Coaches

Each and every volunteer coach working within the Parks and Recreation Program is required to go through a training seminar with the National Youth Sports Coaches Association (NYSCA). The training involves information and instruction in: coaching philosophy; drug, alcohol, and child abuse; winning; sportsmanship as well as safety; first aid; conditioning, and practice organization tips. It requires a coach to be drug, alcohol, and tobacco free, while at all youth sporting activities. The NYSCA Certified Coach is required to sign a Code of Ethics pledge to keep sports safe, fun, and positive for America's youth.

The City of Tempe will conduct a background check on all volunteer coaches. Part of the process includes fingerprinting every volunteer coach. The results of the background check will be held in the strictest confidence. Please bear with us while we try our best to serve the youth of Tempe.

Coaches and parents have a responsibility to provide the best possible experience for youth in sports programs. In addition, the players also have certain responsibilities related to their participation. The Players' Code of Ethics should be read and signed by every participant. Your player will be asked to do so prior to the season beginning. A copy of each pledge follows.

### **NYSCA Coaches' Code of Ethics Pledge**

**I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics Pledge.**

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will use coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children, not adults.

\_\_\_\_\_  
**Coach's Signature**

\_\_\_\_\_  
**Date**

## Parent's Code of Ethics

**I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics Pledge.**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
- I will remember that the game is for youth—not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will promise to help my child enjoy the youth sports experience by doing whatever I can such as being a respectful fan, assisting with coaching, or providing transportation.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will read the NYSCA National Standards For Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

## Players' Code of Ethics

**I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge.**

- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports is an opportunity to learn and have fun.

\_\_\_\_\_  
**Player's Signature**

\_\_\_\_\_  
**Date**

**Here is a copy of the Coach's Manual. Please allow yourself to become acquainted with the guidelines and expectations of the coaches in the program.**

**"All City" Youth Basketball Program**  
**COACHES HANDBOOK**

**TO OUR COACHES:**

Welcome to the "ALL CITY" Youth Basketball Program. This HANDBOOK contains the necessary information for you to function as a coach. Please read it very carefully. Thank you for your time and effort, have an enjoyable and successful season.

**OBJECTIVES AND PHILOSOPHY**

*"I'd rather play and lose than sit on the bench and win."*

The objectives of the City of Tempe's Youth Basketball Program are for all youth:

1. To **participate in all games.** = (1/2 of each game)
2. To **learn and discover their skills,** abilities and potentials.
3. To learn **good sportsmanship.**
4. To experience **friendly competition.**
5. To **have fun** while participating.

Our "All City" Youth Basketball Program philosophy is to provide a program that will enable every boy and girl the equal opportunity to participate. This means the "**child first, winning second.**" Adult coaches need to practice this philosophy by providing each child, on your team, equal playing time. Studies conducted by the National Association for Sports and Physical Education report that when children are asked whether they would prefer to be on a winning team and sit on the bench or be on a losing team and play regularly, nearly 90% of the children chose to play and lose. There is no question about it -- children want and deserve equal participation.

As the coach, you have the greatest influence on the participants and their parents. **You can strengthen the league and serve your players best by putting aside the attitude of "winning at all costs"** and emphasize skill development, confidence, sportsmanship, friendly competition and FUN.

**COACHES RESPONSIBILITIES**

- A. Each coach is required to complete training through the National Youth Sports Coaches Association (NYSCA) prior to practicing with their team.
- B. Practice: A coach MUST hold a minimum of two one-hour practices per week. Practice can be held at outdoor courts at schools or in neighborhood parks
- C. Games: A coach is responsible for his/her team, or teams, while attending games. The coach and his/her team should arrive 15 minutes prior to the start of their game. Warm-up, stretching exercises should be held before the game.
- D. Registration: Registration will be conducted on a mail-in basis or in person at the Recreation Administration Office. All participants MUST register before being allowed to participate in a game or practice.
- E. Accident Procedures: If an accident happens you need to have planned ahead so you know what your actions will be for a given situation. This planning will make sure that proper steps are followed to insure the safety of the participants and you. Make a plan of what you will do if certain events happen; include in this plan who to get a hold of emergency personal. Parents, program staff. If an accident occurs during a practice now where the nearest phone is (either a cell or pay), have two-deep leadership, practice safety first in drill and scrimmages, teach your players that being safety conscious is important. For serious injuries, which occur during a practice, a coach should notify the Fire Department. They are prepared to handle emergency situations and to make decisions regarding the proper care of a patient. Next notify the parents and explain the accident and procedures followed. Notify the office IMMEDIATELY and fill out and Accident Report. This report MUST

be handed in within 24 hours of such accident. Under NO circumstances should a coach move or transport an injured person.

Phone Numbers: Call 911 or Fire Department 967-7511  
Community Services Department Office 350-5200  
Shane Isabell. 350-5222

A non-serious accident should be written up (Accident Report) and handed in within 24 hours to the Recreation Coordinator. (See the League Supervisor for a copy of the accident report form.)

- F. Equipment: Tempe Community Services Department will furnish all necessary equipment for each game. Coaches will be issued two basketball for practices.
- G. A Coach: Can have a profound influence on the child he/she coaches. The name of our game is FUN and PARTICIPATION. The more you can do to make this experience a positive one for the kids the better.
- H. COACHING CONDUCT: Any coach ejected from a game cannot return as a coach until he has met in a conference with the Recreation Coordinator and the League Supervisor. A second ejection will result in automatic dismissal.
- Use of tobacco (in any form) and/or alcohol in the presence of players at practices or the game is prohibited. Coaches must set a good example to their players and encourage good sportsmanship at all times.
  - The coaches, gym supervisor, referees, and the Recreation Coordinator work together for the benefit and enjoyment of the players. Discussions are welcomed, arguments are not. After a game, each team is to give a cheer for the opposition and congratulations in the form of sincere handshakes.
  - Profanity by coaches, participants or spectators is not allowed. A positive approach to coaching is an integral part of this program. A smile and congratulations given in good faith does wonders.
  - Coaches are not to conduct fundraisers, solicit sponsors or to provide players with monetary awards.
- I. ASSIGNMENT OF PLAYERS TO TEAMS: Each team will be assigned a maximum of 10 players. Players are assigned according to the school they attend and their grade. Only HEAD COACHES can request that their sons or daughters be placed on specific teams. Brothers or sisters may request the same team if playing in the same league. Late registrants will be assigned to their appropriate school team, unless full. In that case, the late registrant will be assigned to the NEAREST available team.
- J. DROPPING PLAYERS: A player may be dropped from the team roster ONLY by the Recreation. A player MAY be dropped for the following reasons:  
A. Missing three (3) consecutive practices without excuse.  
B. Missing two or more games without excuses.  
Before a player is dropped, the situation must be discussed with the parents and reviewed by the Sports Coordinator. If the player warrants dropping, a new player will be assigned to take his/her place as soon as possible and the Recreation Coordinator will contact the parents of the dropped player and inform them of the decision.
- TEAM DIVISION: In the event that one school has more than 10 participants registered for the Basketball Program, two teams must be formed (no exceptions). To avoid "Team Stacking" the responsibility for this team division rests with the Recreation Coordinator and not the coach at that school. This division will not assure that all requests for teams will be honored.
- K. TRANSPORTATION: Players are responsible for their own transportation to and from practice and games. Be aware that coaches are advised not to transport participants. If they do so, then the coaches do so at their own risk. (Parents may transport their own children, but all other coaches are instructed not to transport participants.)
- M. PLAYER DISCIPLINE: Coaches are urged to be FAIR and CONSISTENT with their discipline. Participants should be informed from the beginning as to what is expected of them. Disciplining a participant should not be used as an easy excuse to withhold a player from game competition. Be sure there is ample reason when "benching" a player due to "disciplinary" reasons. Keep in mind this is a recreation program designed for the enjoyment of all participants.

- I. A coach may ONLY discipline a player for the following reasons:
- (a) Missing practices without notifying the coach
  - (b) Being constantly late for practice or games
  - (c) Physical assault on the part of the player
  - (d) Constant use of foul language
  - (e) Any disciplinary action taken by you as a coach must first be discussed with the Recreation Coordinator, the Gym Supervisor, and with the child's parent.
- II. Avoid using extra running or physical activity as a disciplinary measure. These techniques are not effective. Far more effective is the "time-out" method.
- III. The Gym Supervisor has the right to reject the game time disciplinary action if he/she feels there is no justification for the action.
- N. INSURANCE: The City of Tempe DOES NOT provide medical insurance. Each player/family is responsible for their own medical insurance.
- O. SCHEDULES: The schedule will be made by the Recreation Coordinator and will be available one week prior to the start of the games. All league games will be played on Monday through Thursday evenings in the Boys Middle School Leagues and Saturdays for the 4<sup>th</sup> /5<sup>th</sup> & 6<sup>th</sup> grade leagues, and the Girls Middle School League. Games will begin the week of **Jan. 16<sup>th</sup> and conclude March 3<sup>rd</sup> or 10<sup>th</sup>**. There will be no playoffs.
- P. AWARDS: There will be no awards given in this league. **Under no circumstances should any money be collected by team members (or "team moms") for "team parties" and/or "awards"**. This is not in harmony with the philosophy of the program. We play the game, have fun, and when its over its over and we move on to the next program.
- Q. TWO - DEEP LEADERSHIP: The Basketball program, like all Tempe youth leagues, lives and dies on the strength of its volunteer coaches. You are the vital element that makes the program a success. The kids know that without your time and effort they wouldn't be able to practice and play games; the parents know that without you their kids would be home, probably playing video games; and the recreation staff knows that without your efforts, the program can't be run. But in the complex 1990's, just donating time and effort isn't enough. You must also be aware that relationships between youth and adults aren't as simple and easy as they once were. Years ago, coaches could show physical affection for their players. Now a coach can't be physical at all. **Affection must be verbal.** It was once acceptable for an adult coach to be alone with youth participants, but now that condition has changed. To ensure your coaching experience is positive and safe for you and your players, the recreation staff is recommending "two-deep leadership" at all practices or team gatherings. The Boy Scouts have used this method successfully. This means two adults in attendance all times.
- To accomplish Two Deep Leadership:
- 1. Find an assistant coach and have that coach at each practice.
  - 2. Nominate a "Team Parent" and have him or her assign an adult parent to be at each practice.
  - 3. Call another coach in your league and hold a dual practice. Notify the parents.
- Coaches are asked not to coach by themselves, cancel practice. If no one else is available they should cancel practice. Notify the parents. If you do cancel or end a practice early, remember that you can not leave your players unattended. Every player must have a safe way home and be accounted for. If practice ends and a parent hasn't shown to pick up one of your players, an adult parent and coach must wait until the player has a ride and is accounted for. Do not abandon your players.
- R. BACKGROUND CHECK: For the safety and protection of the youth program participants, the Community Services Department will conduct a background check on all volunteer coaches. Part of the process includes finger printing every volunteer coach once every year.

The results of the background check will be held in the strictest confidence. Please bear with us while we try our best to serve to the youth of Tempe.

## LEAGUE ORGANIZATION AND RULES

- A. LEAGUE PLAY: League games will be held at Tempe Elementary or Kyrene School Dist. gyms.
- B. ELIGIBILITY: 4<sup>th</sup>/5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders ONLY (Note: 4<sup>th</sup> grade students should have already played at least one year of organized basketball. Example = Small Ball Program or "YMCA" type programs). A player must play within his grade or move up a grade. **NO moving down.** Forfeiture may result from non-compliance to this rule. **The program philosophy emphasizes participation rather than competition.** To assist us in meeting this objective players are not guaranteed that specific request for teams will be honored.
- C. UNIFORMS: City of Tempe Parks & Recreation will provide uniforms for each team. Coaches are to see that each player receives their uniform. Players will not be allowed to play without their uniform. **Players must tuck in their shirts in the games to play.**
- D. ARRIVALS: Coaches — DO NOT ALLOW YOUR TEAM IN THE GYM TOO EARLY. You are responsible for them while they are there. If they are running around and causing problems, they will be removed from the gym until their game time. PLEASE help us maintain control during this program.
- E. PRIOR TO THE GAME: A five minute warm-up period shall be provided to each team before their game. The game will START at the end of the five-minute warm-up period.
- F. CONDUCT - PLAYER, COACHES AND PUBLIC: All persons directly or indirectly connected with our Basketball Program are expected to conduct themselves respectfully and with good sportsmanship. Coaches are expected to show and teach good sportsmanship at all times.
- G. FOOD, BEVERAGES OR CANDY: Food, beverage, candy or **GUM** is not allowed inside the gym at any time. (Exception, Kiwanis will allow food, beverage, and candy. No gum or sunflower seeds.) Violators will be asked to leave. Coaches, please help us with this rule. The schools are very cooperative in allowing us to use their facilities and we need to police the facilities and keep them clean.
- H. GYM SUPERVISORS: Each gym will have a supervisor who will be in charge of the games, officials, rules and league information. They will handle your questions or problems as they arise.
- I. SCOREBOOK: Teams should provide line-ups to the scorekeeper at least five (5) minutes before game time. The Home Team is listed first in the schedule.
- J. PLAYING TIME: Each quarter will last Ten (10) minutes. The clock will ONLY stop on each whistle during the LAST TWO (2) MINUTES of the game. All players must play at least 2 full quarters in each game. The clock will stop on each whistle during the last 5 seconds of any quarter.
- K. TIME OUTS:
  - 1. A team will be allowed two (2) time-outs per half. Time-outs cannot be accumulated if not used.
  - 2. Injury requiring time-outs will be charged as official's time.
  - 3. Half-time will be five (5) minutes long.
  - 4. Each intermission between 1st and 3rd quarters will be one minute in duration.
- L. ALTERNATE POSSESSION: A jump ball will only be used at the beginning of each game. After the jump ball possession will alternate between teams.
- M. LANE VIOLATIONS: In the 4<sup>th</sup>/5<sup>th</sup> gr. 5 seconds will be allowed in lane. The 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade league will be the standard 3 seconds.
- N. FULL COURT PRESS: 7<sup>th</sup> & 8<sup>th</sup> Grade Leagues Only! No press in the 4<sup>th</sup>/5<sup>th</sup> & 6<sup>th</sup> grade leagues. A team may full court press in the 7<sup>th</sup> & 8<sup>th</sup> grade leagues providing that the pressing team is not leading by 15 or more points. In all other leagues and game situations, the defense may begin playing their opponent when the ball crosses mid-court.
- O. ZONE DEFENSE: Zone Defense is allowed. However, teams may not extend and "trap" in the zone defense. Teams need to "pack-it-into the paint" if playing a zone defense.
- P. SUBSTITUTES: Substitution during the quarter is allowed only at the five minute mark unless the player is injured or requests to be taken out. When a substitute is to enter the game they must report to the scorekeeper. The scorekeeper shall sound the horn if (or as soon as) the ball is dead. **COACHES ARE STORNGLY CAUTIONED THAT WHEN SUBSTITUTING THEY MAKE SURE EACH PARTICIPANT PLAYS IN AT LEAST HALF THE GAME!!!** Any coach found to be substituting to win the game instead of playing player(s) their two quarters will be removed as the coach. If alternate coaching is not available the team will be disbanded and refunds given to the participants.